

Otley Parish Council

To Members of Otley Parish Council

You are duly summoned to attend the next Parish Council Meeting to be held at Otley Village Hall at 7.30pm.

Public Attendance - Members of the public are welcome to attend.

#### AGENDA

1. Chairman's Welcome - Apologies and Approval of Absences.
2. To receive Declaration of Interest and consider request for Dispensations.
3. Public Forum (For any matters on the Agenda)
  - a) To co-op Emma Flint as a Parish Councillor.
4. To resolve that the minutes of the meeting held on 24<sup>th</sup> January 2022 are a true and correct record.
5. To receive Elaine Bryce County Councillors Report & District Councillor Tony Fryatt Report.
6. Matters Arising - To receive progress reports on the following
  - a) Amanda Marks Tree Warden to give a further update on progress of tree planting.
  - b) Clerk to give progress on request made to Laurence Homes regarding the Planting of Jubilee Oak Tree on St Marys / Miller Way.
  - c) Otley Gardening Club re Community Garden.
  - d) Festival of Suffolk Lord Lieutenant's Torch Relay request for Torch Bearer to be advised by 31<sup>st</sup> March 2022.
  - d) Feedback regarding First Responder Scheme.
  - e) Neighbourhood Plan.
  - f) Electric Charging – Contact has been made with Environmental Strategy Officer from Suffolk Council County regarding this project.
  - g) Progress of the printing of Countryside Posters.
  - h) To discuss Platinum Jubilee Benches, information and cost which were circulated to Councillors.
  - i) To discuss and adopt updated Standing Orders which were circulated to Councillors.
  - j) To discuss equipment for Speed Watch suggestions - a) second speed camera b) PV panel.

#### 7. Planning Matters

- a) To receive planning decision Ref no:

##### **DC/21/3806/FUL**

Address: Wood Farm, Helmingham Road, Otley Suffolk IP6 9NS

Proposal: Conversion of a redundant building to two semi-detached dwellings

The Parish Council submitted a response of Objection to this application.

**Application Permitted on 24<sup>th</sup> January 2022**

##### **DC/21/5335/FUL**

Address: Woodhurst, The Green Otley Ipswich Suffolk IP6 9BP

Proposal: Construction of one detached dwelling with double garage

The Parish Council submitted a response of Objection to this application.

**Application Permitted on 27<sup>th</sup> January 2022**

**DC/21/5450/FUL**

Address: The Old Bakery, Helmingham Road, Otley, Ipswich, Suffolk IP6 9NS

Proposal: Two Storey rear extension, front entrance porch and associated alterations.

The Parish Council submitted a response of No Objection to this application.

**Awaiting Decision**

**DC/21/5356/LBC**

Address: White Horse Farm, Chapel Road, Otley, Ipswich, Suffolk IP6 9NU Proposal: Listed

Building Consent – To replace 4 modern wooden window frames with new frames with slim double glazing units.

The Parish Council submitted a response of No Objection to this application.

**Application Permitted 22<sup>nd</sup> February 2022.**

**DC/21/5659/FUL**

Address: Mautby House, Church Road, Otley, Ipswich, IP6 9NP

Proposal: Proposed Balcony.

The Parish Council submitted a response of No Objection to this application.

**Awaiting Decision**

**DC/22/0476/FUL**

Address: Bay Tree Cottage, Chapel Road, Otley, Ipswich, IP6 9NX

Proposal: Single Storey extension for en suite accommodation.

The Parish Council submitted a response of No Objection to this application.

**Awaiting Decision.**

7. Finance - To authorise BACS payments, receive and approve payments since last meeting -

a) Request for Precept for 2022/23 of £5,343.75 has been submitted to East Suffolk Council.

b) Re submission of Budget for 2022/23.

c) To agree Invoice from C Ling & Son cost of grass and hedge cutting Newlands playing field = £216 including VAT.

d) To agree Cost of Clerk Training Modules 4,5, & 6 @ Cost of £25 = £90 including VAT. Reversal of previous decision to purchase Charles Arnold-Baker Book

e) Previous Clerks last Salary Claim September / October 2021 = £80.50.

f) Clerks Salary Claim for January / February 2022= £ 350.75.

g) Since last meeting the following payment has been made Clerk Training for Modules 1,2 & 3 = £75 + Vat.

h) Grass cutting E-mail has been sent to RC Contractors confirming that we have accepted 5% increase in cost from £1,715.26 to £1,801.68 for 2022, also requested to see have sight of insurance documents.

i) To discuss and agree contribution of £625 towards cost of B1078 Gibraltar Crossroad 40 mph funding solution.

j) To discuss and adopt updated Financial Regulation Regulation which were circulated to Councillors.

k) All items pertaining to this item have been circulated to Councillors prior to this meeting. Approve and Accept Public Risk assessment.

Risk Assessments for on line banking management and BACS.

Asset Register.

Public Land & Building Assessment.

l) Review of Section 137 monies a total of £450 has been spent in the last year.

m) Discuss and consider application for a Business Debit Card in relation to the updated financial regulations.

n) To receive the financial report / bank balances for Parish Council Accounts. Balances are as follows Business Premium Account = £9,479.30p Community Account = £607.27p

#### 8. Highways Matters

- a) Traffic lights past Otley Bottoms – The Parish Council has been advised that remedial works to stabilise and repair the damaged bank on the B1079 at Otley Bottoms is to start on 28<sup>th</sup> March 2022. Works will take six weeks. A member of the public has contacted a Councillor asking whether the Parish Council can prevent traffic using Ipswich Road as a diversion route for the upcoming six week closure at Otley Bottom, they were advised that the road in question is a public Highway and would require a traffic order.
- b) Speeding issue on Vine Road – A request for a slow children playing sign has been made to Highways.
- c) Discuss road speed limits ie Junction up to the college B1079 (30mph speed limit that starts just passed the footpath/ track prior to Otley sign, and further on.

#### 9 Rights of Way.

Re Footpath 059 ref 003455456 which was reported on 17/12/2021 Rights of Way Officer has inspected the route, they did not find the surface to be severely damaged by a wheeled vehicle, but there are signs of use by what looks like a mobility scooter. Route to be monitor with view to carrying out repairs Spring / Summer should it be considered necessary.

Re Footpath Otley Boat 066 ref 00350023 reported on 8/2/2022 Works Ordered.

Re Footpath 051 ref 00353021 Finger post rotted and collapsed reported on 28/2/2022 Works Ordered.

Re Ipswich Road ref 00353023 Finger post rotted and collapsed reported on 28/2/2022 Works Ordered.

Re Footpath 064 ref 00353024 Finger post rotted and collapsed reported on 28/2/2022 Works Ordered.

Re Footpath 022 ref 00353941 Some Boards rotting and collapsing under weight of pedestrians reported on 6/3/2022. Awaiting outcome.

10. To receive Police Statistics from Suffolk Police website / WSNT Priorities.

11. Speed Watch results.

12. Items for Consideration for inclusion on the next agenda / meeting

Date of next meeting 16<sup>th</sup> May 2022 AGM / APM.